

## Royal Wootton Bassett Academy September 2021 Returning to School Protocols and Procedures – (V12).

In line with the Department for Education's instruction, we have now moved from the more stringent restrictions on our school's operations to one where we adopt interventions and practices that will reduce risk.

As COVID-19 still exists within our society, our priority is to continue to reduce the disruption to our students' education and deliver face to face, high quality education to all.

Our planning is underpinned by the Department for Education's guidance (the Department of Health and Social Care (DHSC) and Public Health England (PHE)) which states the following:

"Schools must comply with health and safety law and put in place proportionate control measures. Schools must regularly review and update their health and safety risk assessments – treating them as 'living documents', as the circumstances at individual schools and public health advice changes".

Measures that have changed are:

'Bubbles' are no longer recommended. These will only be re-introduced for a temporary period if necessary.

Tracing close contacts will now be completed by NHS Test and Trace.

From 16<sup>th</sup> August 2021, individuals living in the same household as someone with COVID-19 do not need to self-isolate or are a close contact and the following applies –

They are fully vaccinated

They are below the age of 18 years and 6 months

They have taken part in a COVID-19 vaccine trial

They are not able to get vaccinated for a medical reason

Close contacts identified by NHS Test and Trace will be advised to take a PCR test.

18 year olds will be treated the same way as above until 6 months after their 18<sup>th</sup> birthday to allow them the opportunity to get fully vaccinated. 18yo+6months who choose not to get vaccinated will need to self-isolate if identified as a close contact by NHS Test and Trace.

It is recommended that face coverings are worn in enclosed and crowded spaces including all transport. This action will be extended if local cases rise or we deem the risk in school to have increased.

Control measures will be re-introduced if there is an outbreak (hitting threshold with 14 days).

The Contingency Plan (Section 5) will highlight how Royal Wootton Bassett Academy will deal with an outbreak and stepping up or stepping down measures when required.

The following outlines relevant detail from the Government’s guidance with further detail about how Royal Wootton Bassett Academy will adopt measures and ensure compliance to the statutory elements within. Our aim is to minimise the risks, whilst acknowledging that we can’t negate them entirely.

## “System of controls”

This is the set of actions schools should take:

- 1) Face coverings.
- 2) Ensure good hygiene for everyone.
- 3) Maintain appropriate cleaning regimes.
- 4) Keep occupied spaces well ventilated.
- 5) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
1. Face Coverings	<p>The Government has removed the requirement to wear face coverings in law but that they should be worn in crowded and enclosed spaces. As RWBA corridors and The Street are crowded, particularly during lesson transitions, RWBA will state the wearing of face coverings there.</p> <p>Where we have established that due to increased cases at RWBA and we have hit thresholds, and in the local area, we will discuss with Public Health South West or Public Health England the possibility of temporarily recommending face coverings in classrooms. (See Contingency Plan).</p>
2. Ensure good hygiene for everyone	<p><b><u>Hand hygiene.</u></b></p> <p>Frequent and thorough hand cleaning should now be regular practice and we will continue to encourage all to do this.</p> <p>Adults and students are to wash or use hand sanitiser on their hands on the following occasions:</p> <ul style="list-style-type: none"> <li>- Before entering school</li> <li>- Before/after break times</li> <li>- When they change rooms</li> <li>- Before and after eating</li> </ul> <p>Hand sanitisers will be available in each classroom as well as additional hand sanitisers at appropriate points in school i.e. Reception for visitors and staff upon arrival. All will be encouraged to use them often.</p> <p>Hand hygiene protocols are to be re-visited at the start of the term when the students will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p> <p><b><u>Respiratory hygiene.</u></b></p>

	<p>Students will be reminded of the posters around school that encourage them to ‘catch it, bin it and kill it’. If tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each corridor using the foot-pedal to open the bin and their hands must be cleaned afterwards.</p>
<p><b>3. Maintain appropriate cleaning regimes</b></p>	<p>We will continue to employ a ‘Touch Cleaner’ throughout the day to clean frequently touched surfaces with a thorough deep clean of the whole school at the start/end of each day.</p> <p>At various intervals, students and staff will disinfect and clean their own class tables, door handles and equipment after their class has used it. Each class will have their own allotted set of classroom cleaning equipment including disinfectant solution – supplied by Mrs Mel Hopkins(H&amp;S Officer). It will be stored appropriately within the classrooms. If this needs to be replenished, teachers should contact MHO.</p> <p>Staff in offices should do the same, especially if they are ‘hot-desking’.</p> <p>Students should be allowed to go to the toilet as they would do in a normal school day, however the numbers will be limited to the number of toilets in the space and the toilets will continue to be designated Year Group specific. Students must ensure that they wash their hands afterwards. Toilets are to be cleaned regularly by the Touch Cleaner. Sixth Formers are to ensure that they use the toilets in the Sixth Form blocks and the English corridor.</p>
<p><b>4. Keep occupied spaces well ventilated</b></p>	<p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>- Mechanical ventilation systems – can only be used if they are supplemented by an outdoor air supply. RWBA ones are and so can be used with windows open.</li> <li>- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>- Natural ventilation – external doors that are not fire doors.</li> </ul> <p>In order to balance this with providing a comfortable teaching environment, the following measures will be used:</p> <ul style="list-style-type: none"> <li>- Opening high level windows in preference to low level to reduce draughts.</li> <li>- Increasing ventilation while spaces are unoccupied.</li> <li>- Turn off air con units when the classroom is unoccupied.</li> <li>- Providing flexibility on uniform expectations for staff and students.</li> <li>- Rearrange furniture away from draughts.</li> <li>- Rotating students who sit near windows or open doors.</li> <li>- Increase heating.</li> </ul> <p>The DfE are working with Public Health England, NHS Test and trace and the Scientific Advisory Group for Emergencies (SAGE) on a pilot to measure Co2 levels in classrooms and exploring better ventilation systems.</p> <p>We are expecting a delivery of Co2 monitors in the Autumn Term (yet to be received) and when positioned, these will inform us of the levels of Co2 build-up in each space. There are no classrooms without ventilation in school but the identified offices without ventilation will have a HEPA Filter sourced for them.</p>

<p><b>5. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p>	<p>The message is still to reduce transmission. Students, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms</li> <li>• they have had a positive LFD or PCR</li> <li>• they have been vaccinated and have symptoms or a positive test</li> <li>• they have been notified to self-isolate by NHS Test and Trace</li> </ul> <p>If anyone in school develops symptoms, we will send them home and public health advice should be followed. We will use the Library as a Holding Zone for all potential positive cases.</p> <p>Public Transport should be avoided.</p> <p>If a student, staff or other adult takes a PCR test and it is negative but symptoms still exist, there may be another reason such as a virus or flu. Stay at home until they feel better.</p> <p>If a student, staff or other adult is informed to self-isolate and through an LFD show up as positive, they should get a PCR Test and continue to self-isolate.</p> <p>If a student, staff or other adult is informed to self-isolate and they develop symptoms, they should PCR immediately and continue to self-isolate.</p> <p>If a parent of carer insists on a student attending school with symptoms, we will take the decision to refuse to admit the student in order to prevent transmission.</p>
<p><b>6. LFD.</b></p>	<p>Return to School LFD took place in school at the start of September. Students who participate in LFD Testing will be required to test twice a week until further notice when this will be reviewed by the DfE. Results should be logged via <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p> <p>If the result is positive, follow the advice above and email the <a href="mailto:RTS@RWBA.org.uk">RTS@RWBA.org.uk</a> to inform us.</p> <p>All Staff should LFD twice a week and record their results on the above site and the RWBA site identified by Shelly Davies.</p>
<p><b>7. Where necessary, wear appropriate personal protective equipment (PPE).</b></p>	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a student is receiving intimate care (relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill students or adults is as follows:</p> <ul style="list-style-type: none"> <li>- Face masks</li> <li>- Aprons</li> <li>- Gloves of various sizes</li> <li>- Face shields (limited quantities)</li> </ul> <p>Students need to know that some adults might be wearing PPE and that it is 'ok'.</p>

**8. Other measures we will continue to use to minimise risk of transmission.**

At Royal Wootton Bassett Academy, we will continue to adopt the following COVID-19 controls as they have shown to be operationally effective:

- One-way system
- Markings to indicate direction of travel in some corridors and the Street
- Each Year Group has its own Meet Zone to meet at before iLearn to ensure a controlled start to the day
- Each Year Group has its own Toilets
- Each Year Group has its own Eating Zone and space beyond that
- No changing room use in PE
- Large gatherings (eg Assemblies or Whole Staff Meetings) will only take place where the risk has been deemed sufficiently low.
- Face coverings highly recommended in The Street and corridors.

Where a teacher feels vulnerable, or was categorised as vulnerable or critically vulnerable person, they may ask students in their classroom to wear a face covering in the classroom. This is acceptable in reassuring both staff and students.

Where a member of staff needs to work within 2 metres with a student, for example a Student Manager or a Teaching Assistant, they are encouraged to wear a face covering at all times.

Students coming into school on Wiltshire or Ellison's coaches will have already been advised that face masks are still to be worn on all transport.

Safe disposal of face coverings will be communicated to all students where they will be informed of the following:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use
- Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

Students must:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

The RWBA Contingency Plan will be brought into effect if required and when thresholds are hit.

## Section 2: School operations

Aspect of school	Action
<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• <i>There is a distinction between dedicated school transport and wider public transport:</i></li> <li>• <i>by dedicated school transport, we mean services that are used only to carry students to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, eg Ellisons where they carry school students <b>only</b></i></li> <li>• <i>by public transport services, we mean routes which are also used by the general public</i></li> </ul>	<p><b>Dedicated school transport</b></p> <p>Wiltshire Travel will inform schools and parents of their Risk Assessments and procedures that will include recommendations to:</p> <ul style="list-style-type: none"> <li>- Students to wear face coverings.</li> <li>- Students should sanitise their hands before embarking.</li> <li>- Additional cleaning of buses is in place.</li> <li>- Ventilation of fresh air is maximised.</li> </ul> <p>School trips using coaches can still occur and they will be expected to adhere to the systems of control still i.e. good hand hygiene.</p> <p>School will only use travel companies who can share a Risk Assessment or Policy that outlines their commitment to thoroughly cleaning coaches between use. All Risk Assessments will be shared with the home environment.</p> <p><b>Arrival at School</b></p> <p>All students should arrive at approximately 8.30am at school and they will be directed immediately to their Meet Zones.</p> <p><b>Wider public transport</b></p> <p>Students should adhere to Government guidelines on using public transport where they are still recommended to wear a face covering.</p>
<p><b>Attendance</b></p>	<p><b>Attendance expectations</b></p> <p>School attendance is mandatory for all students. We will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support from the Year Teams and our school Attendance Officer, Mr David Brown. Royal Wootton Bassett Academy wants to preserve positive working relationships with the home environment and so we urge parents to contact us so that we can know of the true picture at home, should absence develop. Communication is the key to ensure that where we can support and help, we do this early enough so as to prevent any escalations in absence.</p> <p>School attendance routines are now re-established as before i.e. we will continue to record and monitor attendance as we did pre-COVID and any absence will be followed up.</p> <p>Where appropriate, we will engage with the Local Authority to pursue sanctions for families with non-attending students.</p> <p><b>Students who were shielding or self-isolating</b></p> <p>CEV students should now attend school as shielding advice was paused from 31<sup>st</sup> March 2021, except for those students who have been given further guidance by their GP or Clinician.</p> <p>A small number of students will still be unable to attend in line with PH advice to self-isolate because they:</p> <ul style="list-style-type: none"> <li>• Have symptoms or have had a positive test result</li> <li>• Live with someone who has symptoms or has tested positive</li> </ul>

- Are a close contact of someone who has COVID-19 and have been asked to self-isolate by NHS Test and Trace

***Students and families who are anxious about return to school***

If parents of students with significant risk factors are concerned, we will provide an opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance.

These students are to be identified by the Year Teams who will continue to call those parents who have children not engaging in home learning already. This contact is recorded on our school systems to identify where vulnerabilities exist.

***School Workforce***

Royal Wootton Bassett Academy follows the full measures within the guidance, therefore most staff will return to the workplace as normal. However, should any member of staff have concerns regarding their return to work, or their working environment, they must contact their Line Manager or Headteacher to discuss what can be done to improve the situation and support the member of staff.

Staff who are ***clinically vulnerable*** can attend school.

***As shielding advice has been paused from 31<sup>st</sup> March, all CEV staff can return to work unless advised by a GP or Clinician.***

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.

If any staff member has any concerns regarding the workplace and their role within it, they should be encouraged to speak with their Line Manager or Headteacher.

***Staff who are pregnant***

You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV.

In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.

COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice. School Risk Assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. An assessment may help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment.

We will take appropriate sensible action to reduce, remove or control the risks.

As part of the RA will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).

***Supply teachers and other temporary or peripatetic teachers***

Supply teachers will be used as a last resort to cover classes, however if required they will need to demonstrate regular LFD testing and follow our RA.

	<p>Likewise, peripatetic teachers will be permitted to teach individual students assuming that they are able to demonstrate regular LFD testing and follow our RA. These will need to be consistent people, not changing week-to-week.</p> <p>Visitors to school will be offered an LFD on arrival.</p>																																																								
<p><b>Safeguarding</b></p>	<p>All existing pre-COVID safeguarding measures will return as normal with Mrs Mari Roberts as the Designated Safeguarding Lead. The Year Teams have identified students through their many means of communication and recorded on CPOMs to consider additional time to ‘catch-up’ with those students requiring additional pastoral support as a result of prolonged absence from school.</p> <p>See further Safeguarding Policy and Annexes.</p>																																																								
<p><b>Catering</b></p>	<p>Terry’s Restaurant is fully open. We also have Terry’s Shack located between the Sixth Form building and DT with a covered canopy.</p> <p>Students can bring in packed lunches to eat in their Eating Zones as normal.</p> <p>Sixth Form catering has resumed for Sixth Formers in their block.</p> <p>Wet Day plans are in place to ensure that should the weather change before a break or during a break, there is somewhere dry and warm for the students to eat.</p>																																																								
<p><b>Lunch and break times</b></p>	<p>Midday Supervisors (MDSAs), the Leadership Team (LT) and teachers will continue to support the supervision of breaks and lunchtimes.</p> <p>Rotas (created by Mrs Mari Roberts (Deputy Headteacher) ensure that students are supervised by appropriate staff at all times. Break Rotas draw on current duty commitments and Lunch Rotas are largely be made up of MDSAs, LT and Year Teams – including Heads of Year and Student Managers.</p> <table border="1" data-bbox="411 1294 1497 1816"> <thead> <tr> <th></th> <th>Year 7</th> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> <th>Year 12</th> <th>Year 13</th> </tr> </thead> <tbody> <tr> <td>Meet Zone</td> <td>Front of School</td> <td>Front of School – English Leg</td> <td>Back of School. AH/DT Leg</td> <td>Cage/Picnic Area</td> <td>Back of School. DT/Sixth Form Leg</td> <td>Outside of SF</td> <td>Outside of SF</td> </tr> <tr> <td>Break</td> <td>10.30 – 10.50</td> <td>10.50 – 11.10</td> <td>10.50 – 11.10</td> <td>11.10 – 11.30</td> <td>10.30 – 10.50</td> <td>10.50 – 11.10</td> <td>11.10 – 11.30</td> </tr> <tr> <td>Lunch</td> <td>12.30 – 13.00</td> <td>13.00 – 13.30</td> <td>13.00 – 13.30</td> <td>13.30 – 14.00</td> <td>12.30 – 13.00</td> <td>12.30 – 13.00</td> <td>13.00 – 13.30</td> </tr> <tr> <td>Eating from</td> <td>Terry’s only</td> <td>Terry’s only</td> <td>Terry’s Shack</td> <td>Terry’s only</td> <td>Terry’s Shack</td> <td>SFCR or Canopy</td> <td>SFCR or Canopy</td> </tr> <tr> <td>Break Zone Dry</td> <td>Outside Terry’s</td> <td>Outside Terry’s</td> <td>Canopy</td> <td>Outside Terry’s</td> <td>Canopy</td> <td>Outside of SF</td> <td>Outside of SF</td> </tr> <tr> <td>Break Zone Wet</td> <td>Terry’s only</td> <td>Terry’s only</td> <td>AH only</td> <td>Terry’s only</td> <td>AH only</td> <td>SFCR</td> <td>SFCR</td> </tr> </tbody> </table> <p>On some occasions, the Admin Team and Teaching Assistants will be required to help to supervise the students’ movement around the school and whilst they eat.</p>		Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Meet Zone	Front of School	Front of School – English Leg	Back of School. AH/DT Leg	Cage/Picnic Area	Back of School. DT/Sixth Form Leg	Outside of SF	Outside of SF	Break	10.30 – 10.50	10.50 – 11.10	10.50 – 11.10	11.10 – 11.30	10.30 – 10.50	10.50 – 11.10	11.10 – 11.30	Lunch	12.30 – 13.00	13.00 – 13.30	13.00 – 13.30	13.30 – 14.00	12.30 – 13.00	12.30 – 13.00	13.00 – 13.30	Eating from	Terry’s only	Terry’s only	Terry’s Shack	Terry’s only	Terry’s Shack	SFCR or Canopy	SFCR or Canopy	Break Zone Dry	Outside Terry’s	Outside Terry’s	Canopy	Outside Terry’s	Canopy	Outside of SF	Outside of SF	Break Zone Wet	Terry’s only	Terry’s only	AH only	Terry’s only	AH only	SFCR	SFCR
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<p><b>Estates</b></p>	<p>AEI, SDv, MHo and G4S will conduct the normal pre-term building checks as per the existing schedule of work.</p> <p>Fire Zones have been amended and published. MHo to publish.</p>																																																								



<b><i>Educational Visits</i></b>	<p>International School trips are not advised unless appropriate insurance to mitigate against cancellations is in place.</p> <p>Only International Trips already moved from previous booked (postponed due to COVID-19) are currently on the Calendar. Each request for any School Trip will require a meeting with Mrs Angela Bell (Deputy Headteacher) to discuss risk and viability.</p>
<b><i>Extra Curricular Activities</i></b>	<p>From September 2021, Royal Wootton Bassett Academy will begin to open up its offer of extra-curricular activities. Homework Club will be offered to Key Stage 3 and 4 students in the Library.</p> <p>Thrive and Success Lounge will run as normal.</p> <p>Late Transport will not be offered to students.</p>

### Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p><b>Curriculum expectations</b></p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all students receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all students continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate students remotely, where this is needed.</p>	<p>Royal Wootton Bassett Academy Curriculum Intent –</p> <p>“Places ambitious subject knowledge at its core, complemented by a deliberate focus on wider knowledge that appreciates difference and challenges stereotypes and considers ethical dimensions in society. Our curriculum is inclusive and ensures that all can access the knowledge and skills needed to become well informed young people who are positive contributors to society.</p> <p>The specialist knowledge taught in each subject area, including our Personal Development curriculum, is thoughtfully selected in line with the National Curriculum/Exam Specifications and intelligently sequenced so our students learn well over time.</p> <p>Specialist vocabulary sits at the heart of our academic curriculum and combines with our focus on literacy throughout the school. Our students are provided with the language and confidence to have their voices heard.”</p> <p>All students will engage in a process of revisiting skills, knowledge and assessing their understanding of what they have achieved previously and this will shape the level of support required. This will be shared with the home environment so that parents are able to gauge where their children are at and the type of support that their child can expect. We will focus on universal messages that we need to re-establish, then we will share enhanced measures of procedures already in place, and finally we will outline targeted support and specialist intervention. The Parents Evenings that are already in the Calendar will also provide opportunities to discuss these points between teacher, student and parent/carer.</p> <p>We have returned to the normal teaching of all subjects during the Autumn Term and the curriculum will be as already planned, though due to a better understanding of the barriers to learning or gaps in knowledge, we must be flexible with our Learning Journeys and Schemes of Learning accordingly. Learning Journeys are shared with all students so that they understand where in the sequence of lessons they are at any given point.</p> <p>Formative assessments are used to a greater extent so that teachers can tailor their Learning Journeys.</p> <p>In order to capitalise on the time that each Term 6 offers, all Year Groups will begin to focus on the year ahead with Learning Journeys adapted as such. Year 9 will begin their Introduction to My GCSEs and their timetables will reflect (as near as possible) the teachers who will teach them in Year 10. This will reduce the need for introductions in Year 10 and enhance familiarity to improve confidences.</p> <p>Year 8 will begin a Curriculum Plus course in Year 9 where they will be given the choice to be introduced to subjects that they wish to advance in, or have not experienced before. This will widen their curriculum offer and prepare them for their Options in Year 9.</p> <p>Lockdown has provided education with new ways of approaching workload or where work takes place and the flexibility in which it is carried out. Remote education will become a focus in the sense that it will become integrated in to the school curriculum, beyond the classroom. Class teachers will retain their online resources so that they can be used for exam or assessment practice, to enhance and embed techniques, targeted interventions and homework.</p> <p>A new Remote Learning Plan (created by Mr Steve Gillott (Assistant Headteacher) is now on the school website and has been highlighted to all. The RLP also highlights when remote learning should take place, for students who are long term absent, for students who are self-isolating or when the Contingency Plan has to be brought into effect.</p> <p>The Relationship, Sex and Health Education element of our curriculum has been through its process of consultation and is now being delivered.</p>

	<p>Practical subjects such as PE, DT and Science will continue to run practical elements of their courses as they would have done pre-COVID-19.</p>
<p><b>Specific points for Key Stages 4 and 5</b></p>	<p>Ofqual’s ‘Consultation Decisions’ document on Assessments/Exams for summer 2022 is awaiting update and we will inform Staff, Students and Parents of the outcomes when they published.</p>
<p><b>Music</b></p>	<p>Singing, wind and brass instrument playing can only be undertaken in line with the Department for Culture, Media and Sport guidance. Given the ongoing risk of cumulative aerosol transmission, we will continue to limit the group sizes for singing, wind and brass instrument playing. These activities will not happen in groups of more than 15 and when they do take place, students will need to be side-by-side and not facing one another. We will encourage, where possible for these lessons to be taken in larger or open spaces.</p> <p>Constant review of the Risk Assessment will be undertaken by the Head of Music and the guidance released by the DfE and DCMS.</p>
<p><b>Physical activity in schools</b></p>	<p>PE lessons will continue to take place.</p> <p>The systems of control will still need to be applied during these sessions. Students will be permitted to wear their PE kit on the day that they have a PE lesson and this will reduce the impact on the very limited changing room space we have. The Head of PE has issued a new list of uniform expectations for students to cater for the weather turning colder. Sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>External coaches can be used to deliver PE or MAD DOG sessions as long as they also follow the protective measures outlined, eg regular LFD.</p> <p>Constant review of the Risk Assessment will be undertaken by the Head of PE and the guidance released by the DfE, DCMS and Sport England.</p> <p>Due to the high number of cases locally, we will ask all participants in sporting fixtures to LFD the night/morning before a game to ensure that students are not, unknowingly carrying COVID-19 to another school.</p>
<p><b>Pastoral support</b></p>	<p>The Year Teams will ensure that appropriate materials are on hand to support student’s wellbeing. iLearn, sessions and Skills4Life (Personal Development) Days and will need to provide students with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, the Year Teams are to be informed so that specific interventions can take place. Student Managers, Counsellors, External Agencies will need to ensure that they distance appropriately during meetings (outside preferably) given that they will be required to work across school and community (eg families).</p>
<p><b>Inclusion Zone</b></p>	<p>The Inclusion Zone and (Big and Little) Pods will be timetabled by Mrs Kerry Heaphy) Associate Leadership Team member), Year Teams and will work intensively with students who struggle with personal or physical barriers to learning and success.</p> <p>There is a team of individuals who work alongside KHe who offer holistic approaches, therapies, 1to1 sessions or a quiet place to work for students who are overwhelmed. As COVID-19 has impacted on so many students’ lives and will continue to do so for some considerable time, the behaviours observed in school are significant for some and the Inclusion Zone’s approach is to get them back to place where they can re-set and re-enter the classroom ready to learn.</p>

<b>Behaviour expectations</b>	<p>The current Royal Wootton Bassett Academy Behaviour Policy has been adapted by MRO to include COVID related issues but the Policy, by and large still applies. The adapted Policy has been sent to parents in the form of a Guide and a copy will remain on the school website.</p> <p>We ask that parents support us in reducing the need for After School Detentions by ensuring that their children are in full uniform, with the correct equipment and arrive to school on time.</p> <p>Removal to Removal Room or Internal Exclusions will exist as sanctions as they are necessary, however their use will place additional burdens on staff and parents as there will be no Late Transport facility. Please help us to continue to de-escalate conflict between students and staff.</p> <p>During iLearn, expectations of behaviour will be revisited and the school's values of 'Respect, WellBeing, Balance and Aspiration' will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another. The new Rewards system designed by students themselves will continue to play its part in maintaining positive behaviour.</p> <p>There will be a focus in staff training on positive language and language we will avoid, de-escalation and rewards. These will be re-visited throughout the year.</p>
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#### Section 4: Assessment and accountability

Aspect of school	Action
<b>Assessment</b>	<p>It is expected that all statutory assessments will take place in the academic year 21/22 in accordance with the usual timetables. Continued guidance from Ofqual and the Exam Boards is expected and any further changes identified throughout the year for Year 11 and Year 13 will be communicated.</p> <p>All other assessment mechanisms within the school will continue as follows and are already placed on the Reporting Calendar:</p> <ul style="list-style-type: none"> <li>• Internal Exams (Mocks) for KS4 and 5.</li> <li>• In Class Assessments for all Year Groups.</li> <li>• Formal Assessments throughout the year for all Year Groups.</li> <li>• Summative Assessments throughout the year for all Year Groups.</li> <li>• Baseline Assessments for Year 7 including CATs, NGRT Reading and Spelling assessments.</li> <li>• Reading Assessments for Years 8 and 9.</li> <li>• Further assessments for specific SEND or other needs.</li> </ul> <p>Royal Wootton Bassett Academy will prepare for these tests in the same manner as has been done in previous years.</p>
<b>Feedback</b>	<p>From September 2021, we will adopt a new Feedback Policy. Students will receive feedback on a 6 to 10 lesson cycle (subject directed).</p> <ul style="list-style-type: none"> <li>• Teachers should employ the strategies suggested in the Marking Policy. These are sampling; zonal marking; live model marking.</li> <li>• Feedback can be transferred onto Teacher Feedback Templates and returned to students who must stick the sheets into their books and respond to the iACT tasks.</li> <li>• Homework will continue with feedback verbally, via live model marking or electronic marking via Satchell One (Show My Homework).</li> <li>• Students can be instructed to self-mark their work under teacher guidance (eg teachers read out answers to a set homework).</li> </ul>

	<ul style="list-style-type: none"> <li>Formative and Summative Assessment work will be marked via Teacher Feedback Templates and returned to students to stick in their books.</li> </ul> <p>This will be constantly reviewed by SGi and Heads of Faculty and Departments.</p>
<p><b>Interventions</b></p>	<p>In order to ensure that we keep supporting our students, there are a number of Interventions taking place, during and after school.</p> <p>Year 12 and 13 Twilight lessons timetabled.  Year 13 Intervention after school post November and December Internal Exams.  Year 12 – English and Maths Catch-Up sessions.  Year 11s – Drop Down English and Maths – Identified students will be accessing additional English and Maths lessons during curriculum time.  National Tutoring Programme – selected English and Maths Teachers for 1to1 sessions with identified students.  After School Interventions – all subjects. Increased to larger classes - Departments identify students who are then invited in to receive additional teacher support.  Q&amp;A based remote intervention after school.  Recorded revision resources directed to Y11 students from their teachers.  Years 7, 8 and 9 – Reading Interventions throughout the week. Student Ambassadors to be used.  Year 7, 8 and 9 – ELSA.  Y9 numeracy support in ilearn with identified students.  KS3 one to one support Maths and English support for identified students.</p>
<p><b>Communication to Parents</b></p>	<p>Through COVID-19, we have restricted the opportunity to be able to ‘drop into school’ to see a member of staff. Parents may now be able to book appointments for face to face meetings if the nature of the meeting requires that this to happen. Otherwise, if communication can continue via MS Teams, email or phone, it should.</p> <p>Parents of students at Royal Wootton Bassett Academy can expect ongoing communication throughout the year including Progress Reports as usual and Parents Evenings. The latter will continue to be carried out virtually. Year 11 and 13 will also have an Invite Only face to face Parents Evening.</p> <p>MRO and Miss Emma Milne (Headteacher’s PA) will send out instructions regarding each Parents Evening, Mrs Katharine Salmon (Assistant Headteacher) for Year 12 and 13. If any parent has difficulty with this method, this must be communicated to the relevant HOY so that an alternative method can be planned for.</p> <p>Parents Evenings for staff can be carried out in school or at home during the same time slots as published. However if the latter is chosen, the staff member must ensure that it is carried out in a professional and safeguarded environment, away from possible interruptions. MRO and EMI will send out a list of Protocols regarding Parents Evenings to staff and SGi will send out a list of Safeguarding measures to follow.</p> <p>Parents will be given electronic forms to complete should they wish to pursue an issue further or speak to another member of staff as they would have done during a physical event, such as HOY, SM or the Personalised Learning Team.</p> <p>This choice has been enabled as a result of feedback from staff and parents, to keep staff safe, to maintain staff wellbeing and also to reduce the impact on whole school IT.</p>

## Section 5: Contingency planning for outbreaks

Aspect of school	Action
<p><b><i>Additional Actions following increased positive cases in school</i></b></p>	<p>For most educational settings, whichever of these thresholds are reached first –</p> <ul style="list-style-type: none"> <li>• 5 students or staff who are likely to have mixed closely, test positive for COVID-19 within a 10 day period; or</li> <li>• 10% of students or staff who are likely to have mixed closely test positive within a 10 day period.</li> </ul> <p>Closely mixed groups could be –</p> <ul style="list-style-type: none"> <li>• A Tutor Group or Subject Class.</li> <li>• A friendship group mixing at break/lunch.</li> <li>• A sports team.</li> <li>• A group in an after school activity.</li> </ul> <p>Once a threshold has been reached, AEL/LT will identify any ‘closely mixed group’ and AEL/LT will contact PHE/DfE helpline (0800 046 8687 Option 1).</p> <p>Some of the additional advice that may be given to us could be the following –</p> <ul style="list-style-type: none"> <li>• Promote LFD testing.</li> <li>• Temporarily reinstate face coverings.</li> <li>• Reinstate onsite LFD testing.</li> <li>• Increase frequency of testing.</li> <li>• Short term attendance restrictions, eg sending home closely mixed groups.</li> <li>• Reinstate Shielding – (only reintroduced by Government).</li> </ul> <p>Other measures could be restrictions to –</p> <ul style="list-style-type: none"> <li>• School trips.</li> <li>• Open Days/Taster Days/Transition days.</li> <li>• Parents attending school.</li> <li>• Live Performance.</li> </ul> <p>As with previous actions, LT will work closely with the HOY/SM of the affected year Group/Tutor Group/Class or Individual so that Students and parents can be informed quickly. This may be via –</p> <ul style="list-style-type: none"> <li>• Phone call.</li> <li>• Student messaging under staff supervision.</li> <li>• Follow-Up letters/email with directed instructions.</li> <li>• Remote Learning Plan.</li> </ul> <p>After each case, we will continue to review our protocols and procedures to see if anything needs to be enhanced or changed. It is expected that where the Contingency Plans are required to be put in place, this will be communicated clearly. When case numbers retreat significantly, COVID actions will be loosened or adapted.</p>
<p><b><i>Remote Learning – Contingency Plan for Learning</i></b></p>	<p>With effect from 22<sup>nd</sup> October 2020, schools have a duty to provide remote education to students unable to attend due to COVID-19. Royal Wootton Bassett Academy is able to offer immediate remote education when there is a need for a student to self-isolate, or there is a local outbreak and subsequent lockdown and we follow our Remote Learning Policy which has been published on our website by SGI.</p> <p>Currently, all Year Groups have received or will have received training on how to access their remote learning (should it need to happen) in their Computer Science lessons.</p>

	<p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> <li>• Students are to take home their individual stationery packs and their current exercise books.</li> <li>• Staff will revert to online learning via Satchell One (SMHK) for all Years.</li> <li>• Students will be directed to the school website where individual lessons and Learning Journeys can be found for each subject.</li> <li>• Pastoral Teams will continue to support students virtually, via MS Teams, phone calls or email.</li> <li>• Teachers meet with students that require additional support through MS Teams online.</li> </ul> <p>Where students can't access the internet, they will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household.</p> <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none"> <li>• Students can expect a full timetable of lessons though this is subject to amendments based on the longevity of remote learning need but at least 4 periods of learning during the school day.</li> <li>• Learning will be sequenced as per our current curriculum model.</li> <li>• The students will receive learning opportunities for a range of subjects each day.</li> <li>• Not every full lesson will be live – there will be a number of methods of delivery but students can expect a live input during the lesson (eg start of the lesson).</li> <li>• High quality explanations will be made by the teacher using narrated PowerPoints or through MS Teams.</li> <li>• Work will be checked through uploads or verbal feedback if the lesson is live.</li> <li>• Printed resources or textbooks will be made available online.</li> <li>• Teachers will be available via MS Teams so that they can provide frequent, clear explanations of new content and further tailor the learning as a result of feedback.</li> <li>• Lessons will be of the equivalent length of a normal school day but we will adjust the pace or difficulty of what is being taught in response to student feedback.</li> <li>• Content will focus on SEND and communication and packages made available through the Personalised Learning Team.</li> </ul> <p>Keeping our students safe online is essential and SGI has communicated a set of Remote Learning Protocols for students and staff.</p>
<p><b><i>SEND – Expectations for communication and support during remote learning</i></b></p>	<p>For our SEND students, our TAs and SMs staff will make daily contact to ensure that they are able to make progress and complete their work set.</p> <p>Reasonable adjustments will be put in place for students who, through discussion between school and home are found to struggle with the work set by the class teacher.</p>
<p><b><i>Vulnerable Students - Expectations for communication and support during remote learning</i></b></p>	<p>For our Vulnerable students, our TAs and SMs will make daily contact to ensure that they are able to make progress and complete their work set. Social Workers or Key Workers will be notified of their self-isolation.</p> <p>We will continue to work with all multi-agencies and remain vigilant and responsive to all safeguarding threats with the aim to keep all students safe.</p>
<p><b><i>Staff Workforce - Expectations for staffing and support during remote learning</i></b></p>	<p>For staff, the same guidance exists on attendance, as for students. All staff are expected to attend school each day and there will be no rota'd approach for staff unless:</p> <ul style="list-style-type: none"> <li>- Their personal timetable includes no physical lessons for that day.</li> <li>- It is easier to carry out their work at home.</li> <li>- Member of Staff's own childcare issues impact.</li> </ul>

	<ul style="list-style-type: none"> <li>- Leadership Team and Pastoral Teams will be expected to attend school at all times.</li> <li>- Their personal circumstances (CEV or CV) may limit their ability to physically attend school.</li> </ul> <p>All of the above will be discussed with the individual member of staff, and as always, staff are encouraged to discuss any concerns with their Line Manager.</p> <p>TLR Holders will be expected to carry out their roles as usual, whether physically in school or at home.</p> <p>According to the Department of Education, it is unlikely that formal shielding will be re-introduced, but if it is, CEV or CV staff will not be expected to attend school. Lessons and curriculum delivery will happen from home.</p> <p>If a staff member has to self-isolate (eg through NHS Test and Trace) but not classified as ill, they will be expected to work from home and this will include remote learning as stated below.</p>
<p><b><i>Free School Meals - delivery</i></b></p>	<p>Where children receive FSM, we will continue to provide these unless offered Voucher Schemes by the Government or LA. Food parcels will be created by G4S and will either be offered through delivery to the student or can be collected by members of the family.</p> <p>MRo is responsible for this area and as further details are published by the Government, that guidance will be communicated home.</p>
<p><b><i>Snow Days</i></b></p>	<p>The likelihood of Royal Wootton Bassett Academy being closed due to extreme weather, such as snow is remote, but can happen.</p> <p>The decision as always will be taken on the following points:</p> <ul style="list-style-type: none"> <li>Whether staff and students can safely travel to school.</li> <li>Whether staff and students can safely move around the school site and maintain their ‘bubbles’.</li> <li>Whether a comfortable indoor temperature can be maintained, considering that rooms and the school are to be well ventilated.</li> <li>Whether we are able to function with enough staff to monitor students and to do it safely.</li> </ul> <p>If a decision is made to close the school, parents will be informed in the usual manner and remote learning will take place, albeit there will be no MS Teams or live lessons and there will be flexibility regarding submission dates and times.</p>